



POSITION DESCRIPTION Receptionist/Secretary Public Safety FLSA Status: Non-Exempt EEO Category: Occupational Salary Grade/Band:	<div>6 June 2015</div> <div> Reports to: Duchesne County Sheriff's Office Manager Revised: _____ Human Resources Initials: _____ </div>
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POSITION PROFILE

Under supervision of Office Manager of the Sheriff's office, performs variety of working level complex clerical and secretarial duties to ensure the effective operation of the County Sheriff's Office.

Performs a variety of working level professional organization duties of Civil Process Legal documentation brought to the Sheriff's Office for service to forward on to the Civil Process Server Officer; and prepares invoices and collects money for payment for the Civil Process Service.

By appointment by Office Manager, certified records officer, who will be trained to work with the state archives in the care, maintenance, scheduling, disposal, classification, designation, access, and preservation of records (Utah Code § 63A-12-102(2)).

Responsible for security, sanitation, and maintenance of the office and equipment. Directs the activities of inmate worker assigned as front office janitorial help; and performs related work as required.

GOALS

- To provide exceptional and professional courtesy to public and staff.
- To be fiscally responsible and accountable.
- To articulate and convey information accurately and appropriately to staff and public.
- To enhance technology and other job-related tools.

ESSENTIAL FUNCTIONS

- Performs clerical and secretarial duties as needed to expedite day-to-day operations and office functions.
- Organizes and maintains files of records and correspondence of both a routine and confidential nature.
- Checks to ensure files are complete.
- Creates, modifies and purges case files for processing, scanning and indexing into the computer digital database.

- Use scanners to convert forms, case files and reports into electronic format; and
- Work with electronic storage media, such as hard drives, floppy drives, CD-ROMs and Fortis imaging.
- Maintains and organize records room.
- Answers queries by searching and retrieving files and aid people in retrieving information.
- Performs data entry.
- Provides support to various programs and/or divisions of the Sheriff's Office.
- Fax and photocopy files.
- Maintains Officer training records; and
- Submits yearly training and certification documentation for sworn officers to Utah Peace Officer Standard & Training (POST).
- Answers incoming phone calls, determines most appropriate respondent to questions and routes calls or visitors to appropriate departments Performs related duties as business necessitates.
- Provides administrative support for various law enforcement functions, including general office duties, record keeping, filing, document preparation, and inbound/outbound mail;
- Establishes and maintain files, records and logs for the Sheriff's Office.
- Receives and processes civil/criminal documents, reviews for accuracy, assigns to deputies for service, monitors disposition of document, manages change in documents and orders, logs disposition and bills for appropriate fees and returns to agencies; receipts and deposits payments.
- Follows departmental policies and procedures.
- Performs related duties as business necessitates.

EDUCATION AND EXPERIENCE

- High school Diploma or equivalent; one year experience in office/clerical and general office experience.
- Bilingual Spanish desired, but not required.

LICENSE AND CERTIFICATION

- Must have a current and valid Utah Driver License; and
- Must be able to successful pass a criminal background investigation.

SKILLS/ABILITIES

- Utilization of time management skills
- Exemplify professional skills and organizational skills.
- Attentive to detail including the ability to observe multiple activities and quickly identify
- Basic computer skills using MS Office and email.
- Ability to detect hazards and correct problems to ensure a safe working environment.

<ul style="list-style-type: none"> • Ability to enforce regulations with firmness, tact and impartiality with public, staff and management • Ability to communicate effectively verbally and in writing. • Ability to read and accurately interpret the English language
PERFORMANCE MEASUREMENTS <ul style="list-style-type: none"> • Responsible to meet all expectations of the essential functions and perform the required skills and abilities.
LANGUAGE SKILLS <ul style="list-style-type: none"> • Must be able to write clearly and concisely and have a good command of the English language. • Must be able to respond to inquiries from public and other agencies. • Must be able to read and understand State and Federal regulations governing food service and preparation.
REASONING ABILITY <ul style="list-style-type: none"> • Ability to apply common sense to carry out instructions furnished in written or oral communications. • Ability to communicate understandable instructions to public, staff and management in day to day operations of the office.
HAZARDS <ul style="list-style-type: none"> • There are no significant harmful hazards that are present for this position. • Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs. • The noise level is usually moderate.
PHYSICAL REQUIREMENTS <ul style="list-style-type: none"> • While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. • The employee must occasionally lift and/or move up to 25 pounds. • Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. • Climb or balance, stoop, kneel, or crawl frequently.
ADA STATEMENT <ul style="list-style-type: none"> • Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.